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6 February 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [redacted]
Director of Information Services

SUBJECT: OIS Weekly Report (30 January - 5 February 1986

[redacted] 25X1

25X1

2. The Information Resources Management Division (IRMD) has received the last of the Agency component records inventories for 1985. The results indicate that the Agency held approximately 274,413 cubic feet of records in its office areas, a net increase of almost 8,000 cubic feet. Another 4,000 cubic feet were added to the holdings of the Agency Archives and Records Center (AARC), reducing available storage space there to 18,000 cubic feet. A final report will be prepared for review by the Director of Information Services and forwarding to the Deputy Director for Administration.

3. OIS annuitants located 477 Top Secret (TS) collateral documents in the records holdings of the Office of Global Issues and the Directorate of Operations. Of these, 90 will require analysis to determine custodial responsibility. Appropriate entries will be made in the Top Secret Control Automated Data System (TSCADS) to reflect the findings.

25X1
25X1 [redacted] [redacted]

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4. IRMD representatives instructed personnel of the Arms Control Intelligence Staff (ACIS) on the Codeword Collateral Document Control System (CDOCS). The training was a followup to a session last week to familiarize ACIS personnel with the system's features. ACIS will be the first non-registry element to use CDOCS for document control.

5. IRMD representatives met with Mr. Ray Tagge, the National Archives and Records Administration liaison officer to the Agency, to discuss the new Office of Logistics' Records Control Schedule. Mr. Tagge said the acting Archivist needed more descriptive information on certain items. After discussing the items in question, Mr. Tagge was taken to
25X1 [redacted] to examine samples of the records. Subsequent to this visit he informed IRMD that the acting Archivist approved the OL schedule.

6. Agency Archives and Records Center personnel have begun their annual inventory of records stored at the Center. The inventory, which is conducted after duty hours, is to ensure that the records are stored in the proper location and that all boxes are accounted for. The inventory is more than 50 percent complete and no major discrepancies have been discovered.

7. Representatives from the Office of the Director (O/DCI) and the History Staff accompanied CRD members to the AARC to survey 221 linear feet of retired O/DCI records. Twenty cubic feet of records were selected for initial classification review and processing under the Historical Review Program.

8. The Chief of the Regulatory Policy Division met with representatives from the Information Management Staff (IMS), Directorate of Operations to discuss DO coordination of regulatory proposals. IMS is having difficulty meeting deadlines, caused in part by the need to
25X1 solicit comments from [redacted] elements within the DO. Discussions will continue toward reaching a solution.

9. The Information and Privacy Division continues to reduce the backlog of initial requests. This week it is down 26 cases to 1569. There are 194 requests in administrative appeal and 74 requests in litigation. Clairvoyance is not to be ruled out when Freedom of Information Act requests are made. Consider one received this week
25X1 [redacted]

25X1 [redacted]

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5 February 1986

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM: [redacted]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (29 January - 4 February 1986)

1. The Week in Review	29 Jan. - 4 Feb. 1986	1986 Weekly Average
a. New cases	68	50
b. Cases closed	94	64.6
c. New appeals logged	2	3.4
d. Appeals closed	4	2.0
e. Manpower (man-weeks)	110.9	116.8

2. Current Backlogs

a. Initial requests - 1569
b. Requests in administrative appeal - 194
c. Requests in litigation - 74

3. Spotlighted Requests

STAT [redacted]

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STAT IPD/CAS:sh [redacted] (4 February 1986) (FINAL)

Distribution:

Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS [redacted]
1 - DDO/IRO
STAT 25 - DDO/IMS [redacted]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

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5 February 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 29 January - 4 February 1986

1. The espionage trial of former FBIS employee Larry Wu-tai Chin began on 4 February. Documents found in Chin's home or office and documents to which he is believed to have had access while working for FBIS in the Washington area were reviewed by CRD, with the results forwarded to OGC and the CI Staff. Copies of the documents and CRD's comments were provided to the NIS for East Asia, Carl Ford, by OGC. The NIO and a representative from FBIS will be witnesses for the prosecution at the trial. We understand the Department of Justice plans initially not to introduce specific documents as evidence, but will rely on Chin's admission that he passed to the PRC copies of all documents that he had access to which he believed to be of value to the Chinese. The prosecution will then produce Agency testimony that Chin had access to highly classified national security information. CRD, if called upon, will prepare a report of overall damage caused by Chin's compromise of information to the Chinese but this can be done only after the CI Staff has completed its review and we receive the results of reviews by other government
25X1 agencies of their material which was compromised by Chin. [redacted]

2. Members of the HRB with a representative from the O/DCI and one from the History Staff visited the AARC to survey 221 linear feet of ODCI records for possible use in the HRP. The survey was concluded in one day with the selection of about 40 one-foot cartons of records for the HRP. We looked at the period 1945-55 so we would have a reasonable amount of material to work with. The next step will be to bring those 40 cartons of records to CRD
25X1 offices for initial classification review and processing. [redacted]

3. CRD prepared a memo proposing a system for recording actions taken during the HRP. We must keep some kind of record of what we do and we are looking for the minimal necessary data that would do the job so a minimum amount of effort will be taken up with this procedural activity. We propose recording actions only on documents that are declassified or sanitized. Since those documents will be sent to NARA and will be out of CIA's hands, it will still allow us to reconstitute complete jobs, eventually record all the documents sent to NARA, and provide a record of those documents which have
25X1 been declassified so we can treat other copies the same way. [redacted]

25X1 [redacted]

Chief, CRD

25X1 [redacted] [redacted]

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4 February 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (29 January - 4 February 1986)

1. WORK IN PROGRESS

25X1 a. TRIS Training. [redacted] Information Technology Branch, provided training to personnel of the Arms Control Intelligence Staff on the CDOCS' (Codeword Collateral Document Control System) portion of TRIS. The training was a followup to an effort begun last week to familiarize ACIS personnel with the system's features. ACIS plans to use the system to keep track of documents that circulate within the staff. It will be the first non-registry element to use the CDOCS for document control.

25X1 b. Records Inventory. [redacted] Information Management Branch, has received all records inventories from Agency components and is doing the final analysis of the data. The preliminary results indicate the Agency had a net increase of records held in the office areas of almost 8,000 cubic feet during the past year. Components have 274,413 cubic feet of records in their office areas compared to 266,437 cubic feet one year ago. There was another 4,000 cubic foot growth in the Agency holdings at the Agency Archives and Records Center, reducing storage space there to about
25X1 18,000 cubic feet. [redacted] briefed the directorate RMOs on his preliminary findings on 31 January and will provide them with a copy of his final report after it has been reviewed by the Director of Information Services and the DDA.

c. TS Documents. OIS annuitants continue their search
25X1 efforts for TS collateral documents. [redacted] searched retired holdings of the Office of Global Issues at the Archives and Records Center. He located 59 documents during the period, 40 of which were on record as charged to the OGI and the remainder
25X1 require followup research. [redacted] began a review of the
25X1 documents in the [redacted]

25X1
25X1 [redacted] [redacted]

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Information Management Staff. He located 418 documents, 347 charged to the Directorate of Operations and 71 whose ownership
25X1 could not be determined. Information Control Branch, continues to process information on documents found by these annuitants adjusting the TSCADS data base to reflect their
25X1 findings. assisted TS Control Officer for the Office of Technical Services, in using the procedures for the new TSCADS. Several OTS document actions were executed in the system to familiarize him with its features.

25X1

2. SIGNIFICANT EVENTS/ACTIVITIES

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a. Records Control Schedules. Chief, IRMD,
25X1 IMB, and Chief, RPD, met with Mr. Raymond Tagge, Agency Liaison Officer from the National Archives and Records Administration, to discuss selected items in the Office of Logistics' Records Control Schedule. Mr. Tagge needed more descriptive information on these items before the schedule could be approved by the Acting Archivist. After reviewing our files and
25X1 discussing the items, Mr. Tagge was taken to to
25X1 examine samples of the records in question. OL Records Management Officer, had gathered the necessary files and described their contents and use to Mr. Tagge. The explanations on the items apparently satisfied the requirement, because a few days later the Archivist approved the OL schedule.

25X1

b. ISCs In the New Headquarters Building.
25X1 Information Control Branch, and Information
25X1 Management Branch, met with NBPO architects, and
25X1 to get an update on space allocations in the New
25X1 Headquarters Building. identified all of the components that are now scheduled to move to the new building as well as the space they will be occupying. DDI offices (OSWR, ASG, NESA, OEA) will now occupy several floors in the North Tower and will be supported by a consolidated DI Information Services Center on the fifth floor. This ISC was previously planned to
25X1 support OD&E, now scheduled to move to With ORD also out of the new building, the Information Services Center intended to support it will now serve OTS. The Office of Security

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will be supported by the ISC on the fourth floor South Tower formerly set up as a consolidated OS/OIS Information Services Center. Plans for a consolidated Office of Logistics/Office of Finance ISC on the fifth floor South Tower remain unchanged. DO components (SE, AF, and PPS) will be occupying space previously
25X1 planned for the Office of Communications. [redacted] agreed to obtain space requirements for the OIT ISC, so that it could be determined if any extra space might be made available to the DO for registry operations. OIT probably will require less space for an ISC because as originally planned the ISC on the second floor was also intended to support the Office of Communications.

c. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 25 additions, 2 changes, and 18 deletions.
ARCINS:	Jobs received/edited: 21. Jobs keyed: 26 consisting of 1,156 entries. Jobs completed: 17.
Accessions:	Received 20 jobs totaling 127 cubic feet.
References:	Serviced 2,031 requests for records.
Other:	Records Center personnel began their annual inventory of the records stored at the Center. The inventory, which is conducted after duty hours, is to ensure that material is stored in the proper location and that all boxes are accounted for. The inventory is more than 50 percent complete and no major discrepancies have been discovered.

3. SCHEDULED MEETINGS

25X1 [redacted] IMB, will return to the Office of Logistics (OL) on 10 February 1986 to meet with the Records Management Officer and OL personnel associated with the
25X1 Contractor Information System (CONIF). Messrs. [redacted] will also meet with the Office of Security Records Management Officer and 4-C personnel on Wednesday, 11 February 1986 to discuss that system. The 4-C System will be the first in OS to be researched and have a draft schedule prepared.

25X1 [redacted] Chief, Information Control Branch,
25X1 [redacted] ICB, will meet with [redacted] Records Management Officer, Office of SIGINT Operations, to discuss the information handling survey requested by the Director of OSO and to
25X1 establish a tentative starting date for the survey. [redacted]

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25X1 Chief, IRMD, [redacted] and [redacted] ICB, will meet with OIT representatives on 6 February to discuss the management, services, and manning requirements of the data access portion of the Ames Building Information Services Center.

25X1 [redacted]

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04 February 1986

MEMORANDUM FOR: Director of Information Services

25X1

FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 29 January through 04 February 1986

1. RPD is currently processing 125 jobs, including the receipt during the week of an abnormally high 17 proposals ranging from bulletins and notices to headquarters and field regulations.

2. We received EB No. 1335, New Association Benefit Plan Rates for Overseas Employees, from the Office of Personnel on 30 January 1986 for immediate processing. The information contained in this bulletin is provided not only to headquarters personnel, but also to overseas

25X1

employees in the form of a WWSB. [redacted]

25X1

[redacted]

4. An interesting policy question developed when an employee called RPD to query us regarding the overtime worked by Agency employees performing security escort duty after their normal working hours. Should the parent office need an individual to work overtime, where does the

25X1

employee's responsibility lie? Our chief of research, [redacted] called the Office of Personnel to determine if there is any policy on the books in response to this question as we could not find anything in the regulations. OP replied that there is no policy, but that OP opinion would be that the employee's obligation would be to the parent office.

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5. C/RPD met with representatives from the Information Management Staff (IMS), DO to discuss coordinating Agency regulatory issuances throughout the DO. The biggest problem facing IMS is responding to RPD within the established deadlines. Prior to sending a DO response, they must solicit comments from [redacted] elements in the DO. C/RPD and IMS personnel agreed to maintain a continuing dialogue in an attempt to expedite the coordination process. [redacted]

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